

REGULATIONS AND INSTRUCTIONS

For the Information and Guidance of the Collector and other Officers of the Customs at the several Inland Ports of Entry within the Province of Canada.

His Excellency the GOVERNOR GENERAL in Council, in virtue of the powers given to that effect, by the Act of the late Session of the Provincial Legislature of 8th Victoria, cap. 4, intituled, "*An Act to provide for the Management of the Customs and of Matters relative to the Collection of the Provincial Revenue,*" is pleased to make the following Regulations and Orders respecting the collection and management of the Customs Revenues of this Province, viz :—

The several Inland Ports of Customs within the Province are to be divided into Eight Classes, according to the amount of duty collected at each, as follows,—

FIRST CLASS	—Where the Collections amount to £25,000 and upwards.
SECOND do.	—Collections from £15,000 to £25,000.
THIRD do.	—do from 5,000 to 15,000.
FOURTH do.	—do from 2,500 to 5,000.
FIFTH do.	—do from 1,500 to 2,500.
SIXTH do.	—do from 1,000 to 1,500.
SEVENTH do.	—do from 500 to 1,000.
EIGHTH do.	—do under £500.

SCHEDULE

Of the Establishment of each Port of Inland Customs arranged according to their Classes, with the amount of salaries to their several Officers and the security to be given by each.

FIRST CLASS.

		Amount of annual salary, currency.
Port of St. John—		
Collector.....		£500
Surveyor.....		200
Clerk.....		75
Guager.....		100
Two Landing Waiters, each.....		70
Port of Toronto—		
Collector.....		£500
Surveyor.....		166 13s. 4d.
Clerk.....		75
First Landing Waiter.....		70
Second do.....		50
The Officers of this Class are to give the following security—		
Collector, self.....	£2000	
Two sureties, each.....	1000	
Surveyor, self.....	500	
Two sureties, each.....	250	
Guager, self.....	200	
Two sureties, each.....	100	
Landing Waiters in this and all the other classes, to give security, themselves.....		
	£100	
	Two sureties, each	50

SECOND CLASS.

		Amount of annual Salary currency.
Port of KINGSTON—		
Collector.....		£400
Surveyor.....		150
Clerk.....		75
Landing Waiter.....		70
Port of HAMILTON—		
Collector.....		£400
Surveyor.....		150
Clerk.....		75
Landing Waiter.....		70
Officers of this class to give security.		
The Collector, self.....	£1500	
Two sureties, each.....	750	
Surveyor, self.....	400	
Two sureties, each.....	200	

THIRD CLASS.

None of the Ports come within this class at present.

Collector.....	£300
Surveyor.....	100
Landing Waiter.....	50
Security—	
The Collector, self.....	£1200
Two sureties, each.....	600
Surveyor, self.....	400
Two sureties, each.....	200

FOURTH CLASS.

Port of COTEAU DU LAC—		
Collector.....		£200
Landing Waiter.....		50
Port of DUNDEE—(if the collections of the year amount to £2500.)		
Collector.....		£200
Landing Waiter.....		50
Port of BROCKVILLE..... The same.		
Port of STANLEY..... The same.		
Port of PHILIPSBURG..... The same.		
Port of CHIPPAWA..... The same.		
Port of COLBORNE—		
Collector.....		£200
Surveyor.....		100
Landing Waiter.....		50
Security—		
Collector, self.....	£1000	
Two sureties, each.....	500	
Surveyor, self.....	300	
Two sureties, each.....	150	

FIFTH CLASS.

Port of COBBOURG—		
Collector.....		£150
Landing Waiter.....		50
Port of QUEENSTON..... The same.		
Port of NIAGARA..... The same.		
Port of FORT ERIE..... The same.		
Port of GANANOQUI..... The same.		
Security—		
Collector, self.....	£800	
Two sureties, each.....	400	
Surveyor (if required,) self.....	250	
Two sureties, each.....	125	

SIXTH CLASS.

	Amount of annual Salary currency.
Port DALHOUSIE—	
Collector.....	£125
Surveyor.....	100
Port of CHATHAM—	
Collector.....	£125
Landing Waiter.....	50
Port HOPE.....	The same.
Port DOVER.....	The same.
Port of LA COLLE.....	The same.
Port of PRESCOTT.....	The same.
Port of RUSSELTOWN...	The same.
Security—	
Collector, self	£500
Two sureties, each.....	250
Surveyor.....	200
Two sureties, each.....	160

SEVENTH CLASS.

Port of STANSTEAD—	
Collector.....	£100
Surveyor.....	50
Preventive Officer during the time of the present incumbent.	40.
Port of SANDWICH.....	Collector..... £100
Port of OAKVILLE.....	The same.
Port of WINDSOR.....	The same.
Port CREDIT.....	The same.
Port of AMHERSTBURG..	The same.
Port of TURKEY POINT..	The same.
Port of DARLINGTON and BOND HEAD..	The same.
Landing Waiters or other assistants may be appointed as found necessary to this Class.	
Security—The same as for the sixth Class of Ports.	

EIGHTH CLASS.

Port of BELLEVILLE.....	Collector.....	£75
Port of SARNIA.....	The same.	
Port of FRELEIGHSBURG.....	The same.	
Port of HUNTINGDON.....	The same.	
Port of HALLOWELL.....	The same.	
Port BURWELL.....	The same.	
Port of BATH.....	The same.	
Port of DUNVILLE.....	The same.	
Port of MARIA TOWN.....	The same.	
Port of GODERICH.....	The same.	
Port of CORNWALL.....	The same.	
Port of RIVER AUX RAISINS..	The same.	
Port of SAULT ST. MARIE....	The same.	
Port of ROND EAU.....	The same.	
Port of OWEN SOUND.....	The same.	
Port of SUTTON	The same.	
Port of POTTON.....	The same.	
Port of EATON.....	The same.	
Port of CLARENCEVILLE....	The same.	
Port of BEAUCE.....	The same.	
Port of HEMMINGFORD.....	The same.	
Port of COMPTON.....	The same.	

Landing Waiters may be appointed if necessary.

Securities of this Class the same as in the sixth Class.

Port of PENETANGUISHINE—Until collections increase.....	£25
With the same securities as for preceeding Class.	

The foregoing classification of the Ports of Entry are founded on the amount of Collections of last year. When the collections at any Port increase so as to reach the amount of either of the higher classes in the scale, for two years in succession, such Port will then rank in the higher class, and the salaries of the Collector and other Officers, will be increased to the rates established for the higher class.

When the amount of collections at any Port decreases, for two years in succession, below the amount required for the class in which it at present ranks, it will be reduced to the class in which it will then, according to its collections rank, and the salaries of the Collector and other officers will undergo a corresponding reduction.

This latter regulation applies to all future appointments to offices in the Customs, the parties being understood to accept office on that condition. As respects present incumbents their incomes are not to be reduced during their incumbencies below the amount enjoyed by them of latter years, taking into consideration the outlay that the Collectors in the Western section of the Province were subjected to, for Deputies and other Assistants, Rent of Custom Houses, Fuel and Stationery. Provided that in no instance is the salary of any Collector or other Officer of the Customs to exceed the sum of five hundred pounds currency per annum.

Persons now in office, in Lower Canada will not be subjected to any reduction of salary they have hitherto received from Government; nor will the incomes of Officers in Upper Canada be diminished, by the falling off of their collections in a greater proportion than would have been the case under the Acts by which their emoluments were heretofore established or regulated.

The expenses for the necessary assistance required in the performance of the Duties at the several Ports, the Rents of Custom Houses, Fuel and Stationery, will be defrayed out of the Public Revenues as necessary charges of collection, and a scale of allowances for these objects will be prepared as soon as the necessary information is acquired on which to found the same.

In allowing the salaries to Collectors, as thus established, regard will be had to the amount which may have been detained by such officers during the first quarter of the current year for commission on their collection; that any excess that may have been detained for that period beyond the proportion they were entitled to for the year, will be deducted from the amount payable for the remaining three quarters.

It is important that all Collectors should attend to the duties of their offices in person, and not by their subordinates, as in some cases heretofore, and that they are expected to reside at their several Ports of Entry.

The salaries allowed by the Schedules are to be in lieu of all Fees, Allowances or Emoluments of any kind whatsoever; actual and authorized Disbursements, Shares of Seizures, Forfeitures and Penalties excepted.

Collectors will particularly take notice that it is provided by the 4th section of the Act 8 Vict. cap. 4, "That no person whether appointed before or after this Act shall come into force, who shall receive a salary, at or exceeding £250 currency, per annum, shall exercise any other calling, profession, trade or employment whatsoever, with a view to derive profit therefrom, directly or indirectly, or shall hold any other office of profit whatsoever except it be an office relating to the Management and Collection of the Revenue and the accounting for the same, and held by such officer, person with the permission of the Governor in Council.

Collectors are to make up their accounts of receipts and payments quarterly, according to forms which are to be furnished from the Office of the Inspector General of Accounts for that purpose,—the quarters are to terminate respectively on the 5th April, 5th July, 10th October and 5th January in each year. The Accounts and Returns are to be transmitted to the Office of the Inspector General within 20 days from the termination of each quarter.

Collectors will comply with all instructions they may receive from the Office of the Inspector General in regard to the manner, form and time of rendering their accounts, and furnish all Returns and statistical statements of what nature soever that may be required by the Inspector General for the information of Government.

Collectors may charge in their quarterly accounts the proportion of their annual salary and that of the subordinate officers of their establishment as well as any authorized disbursements they may have incurred during the quarter, furnishing regular vouchers in support of all such charges; but on no account will any charge be admitted which has not previously been specially authorized by Government.

The hours for public business at the Custom Houses of the several inland Ports of this Province shall be from nine o'clock, A. M., until five P. M., in summer and until four, P. M. in winter.

INSPECTOR GENERAL'S OFFICE, }
Montreal, 31st May, 1845.